

City of Burbank  
Park, Recreation and Community Services Department  
PO Box 6459  
Burbank, CA 91510



Dear Burbank Business Partner:

Sharing is caring!

The City of Burbank is implementing a new program titled "Burbank Shares". The goal of Burbank Shares is to connect businesses—like yours—and nonprofits so you can share resources. Burbank Shares will be a webpage on the City of Burbank website. This webpage will be a clearinghouse where your business can connect with nonprofits to share surplus items (from paper to furniture) you might otherwise be throwing away. Why throw it away when someone else can use it?

How will Burbank Shares work? The wish lists of local nonprofit organizations will be displayed on the Burbank Shares webpage. Local businesses will be able to view the lists and contact the nonprofits to donate items.

Burbank Shares is a mutually beneficial partnership between local business and nonprofit agencies. Your businesses can get a tax credit for their donation, and nonprofits will receive items they need to further their mission. Furthermore, the project fits right in with the city's sustainability goal of being a "green" city! This program benefits everyone in our community.

**You can be part of Burbank Shares by completing the attached forms (Business Application and Donor Disclaimer), signing, and returning by fax to (818) 238-5321 or mail to: City of Burbank Park, Recreation and Community Services, Attn: Viviana Ardila, PO Box 6459, Burbank, CA 91510.**

Please feel free to call me if you have any questions at (818) 238-5322

Let's show we really care. Let's share!

Viviana Ardila  
Community Resources Coordinator



## BUSINESS APPLICATION

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Zip Code

Please write a brief description of the organization's mission:

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Please list items you can *possibly* donate to nonprofits through Burbank Shares. For example: desks, binders, office supplies, computers, television sets, etc.

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